

Core values:

Company has always been a values-driven organization. These values continue to direct the growth and business of companies.

The five core values underpinning the way we do business are:

- * Integrity-We will be fair, honest, transparent and ethical in our conduct; everything we do must stand the test of public scrutiny.

- * Responsibility-We will integrate environmental and social principles in our businesses, ensuring that what comes from the people goes back to the people many times over.

- * Excellence-We will be passionate about achieving the highest standards of quality, always promoting meritocracy.

- * Pioneering-We will be bold and agile, courageously taking on challenges, using deep customer insight to develop innovative solutions.

- * Unity-We will invest in our people and partners, enable continuous learning, and build caring and collaborative relationships based on trust and mutual respect.

Leave Policies:

Company has a variety of leave policies, including paid leave, leave without pay, and additional leave:

Paid leave

Company provides a minimum of 12 paid days per year, which can be used for vacation or sick leave.

Earned leaves

Employees receive 16 earned leaves per year, or four per quarter. These leaves can accumulate up to 48, after which they can be cashed in.

Casual leaves

Employees receive seven casual leaves per year, or 1.75 per quarter. Casual leaves expire at the end of the financial year.

Sick leaves

Employees receive 10 sick leaves per year, or 2.5 per quarter. Sick leaves can accumulate up to 44, after which they expire at the end of the financial year.

Flexi leaves

Employees receive two flexi leaves per year, which expire at the end of the calendar year.

Leave without pay

Full-time employees with at least two years of continuous service can request up to 365 days of leave without pay for reasons like education, medical issues, or childcare.

Additional leave

Company also provides maternity leave, paternity leave, and other humanitarian leave in some cases.

The exact terms of the leave policy may vary depending on the region in which the employee is based.

Company Environmental Sustainability Policy:

Company shall aim to fulfill its environmental sustainability commitments through the following broad level actions:

Resource Efficiency, Energy and climate action, Waste Management, Biodiversity, Beyond compliance Approach, Value chain, Communication and Transparency.

Employee benefits

1. Health and Wellness Benefits

Health Insurance: Medical, dental, and vision coverage.

Mental Health Support: Counseling services, mental health days, or wellness programs.

Gym Membership or Fitness Programs: Discounts or reimbursements for fitness-related expenses.

Life and Disability Insurance: Coverage for life insurance and short/long-term disability.

2. Retirement Plans

401(k) or Pension Plans: Company-matched retirement savings plans or pensions.

– Investment Options: Access to mutual funds or stocks.

3. Paid Time Off (PTO)

Vacation Days: Paid days off for personal time or travel.

Sick Leave: Paid leave for illness or medical appointments.

Parental Leave: Maternity, paternity, or family leave policies.

Paid Holidays: Days off for national holidays.

4. Work-Life Balance

Flexible Working Hours: Options to adjust working hours to fit personal schedules.

Remote Work: Opportunities to work from home or other locations.

Compressed Workweeks: Working longer hours over fewer days to have more days off.

5. Professional Development

Tuition Reimbursement: Financial support for further education or certification courses.

Training and Workshop: Company-sponsored skills development programs.

Mentorship Programs: Guidance from experienced professionals within the company.

6. Financial Benefits

Bonuses and Profit Sharing: Performance-based bonuses or profit-sharing programs.

Stock Options: Opportunity to purchase company stock at a discounted rate.

Employee Discounts: Discounts on company products or services.

7. Other Perks

Commuter Benefits: Assistance with transportation costs, such as bus or train passes.

Childcare Assistance: On-site daycare or childcare stipends.

Employee Assistance Programs (EAP): Support for personal issues, such as legal or financial advice.

Payroll details typically cover the structure of how a company handles employee compensation and benefits. Here are some common aspects of company payroll details:

1. Pay Frequency

Pay Schedule: Employees may be paid weekly, bi-weekly, semi-monthly, or monthly, depending on the company's policy.

Payday: The specific day of the week or month on which employees receive their payment.

2. Salary and Wages

Base Salary: The fixed amount an employee is paid, typically stated as an annual salary or hourly wage.

Overtime Pay: Compensation for any hours worked beyond the standard working hours (usually 40 hours per week), often at a higher rate (e.g., 1.5x the hourly wage).

Bonuses: Additional payments based on performance, company profits, or meeting certain milestones.

3. Deductions

Taxes: Federal, state, and local income taxes, as well as Social Security and Medicare (FICA) contributions, are typically deducted from employee paychecks.

Health Insurance Premiums: Employees' contributions to health, dental, and vision insurance plans.

Retirement Contributions: Deductions for 401(k), pension plans, or other retirement savings.

Other Deductions: Union dues, charitable contributions, or loan repayments if applicable.

Remote Work or Hybrid Work Policy

These are only necessary if you have a remote or hybrid work model.

The policy must outline any employee surveillance tools and performance management processes that monitor productivity.

A hybrid policy should cover how many hours an employee is expected to be in office, as well as events, meetings, and other times their physical presence is mandatory.

A fully remote policy should outline the hours an employee is expected to be online or on call.

This policy also stipulates what an employee should do if they are sick or otherwise unavailable on a day they would normally be working from home.

If employees use their personal devices for work reasons, draft

policies for privacy and security measures that apply to company data access.

Recruitment and Hiring Policy

The policy outlines the conditions under which a new position can be created.

It clearly describes the company's hiring process including candidate criteria, the interview process, and parameters regarding salary negotiations and pay transparency.

The policy can include standardized templates for the company job listing, offer letters, and employment contracts.

The hiring policy must also cover the legal steps of new employee onboarding such as drawing up a W-4.

If you have an employee referral policy, include it in your employee handbook. This must explain how any referral rewards are paid out, and under what conditions a reward would apply.

Reasonable Accommodation Policy

This policy outlines the company's commitment to supporting employees who require accommodations. For example, employees with disabilities or sincerely held religious beliefs.

State and federal laws may mandate a company to have this in place if employees request it, so be sure to understand what's legally required.

This policy defines the roles and responsibilities of employees, HR, and management in implementing and maintaining the policy and accommodations that it describes.

It should also outline the process employees must follow to request an accommodation.

Even if employees don't submit a request for an accommodation in writing, be sure to document each request and any action taken to make their workplace more accommodating.

Workplace Attire Policy (Dress Code)s

Company has a dress code that employees are expected to follow, which includes:

Business casuals

Monday through Thursday, employees should wear formal full-sleeved shirts tucked into formal trousers, skirts, and appropriate footwear.

Smart casuals

On Fridays, employees can wear casual, half-sleeved shirts, collared t-shirts, golf/polo shirts, turtlenecks, trousers, jeans, and casual shoes.

Formal attire

For business meetings, client visits, external forums, town halls, or any special occasion, employees should dress in business formal. This includes business suits, formal skirts or business dresses, sarees or salwar suits, and formal footwear in neutral colors.